

Performance Plan Review Worksheet

Employee		Position		Staff Office		Rating Period	1 Oct 08— 30 Sep 09
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Performance Management Strategy	Element 1	Element 2	Element 3	Element 4	Element 5	Element 6	Element 7	Comments
1. Performance plan shows alignment with and clear linkage to strategic plan, goals, PMA initiatives, etc. <i>(In lower block – write Element Title)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<u>Element Title</u>	<u>Element Title</u>	<u>Element Title</u>	<u>Element Title</u>	<u>Element Title</u>	<u>Element Title</u>	<u>Element Title</u>	
2. Performance plan includes at least one critical element that is results-focused	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(Ideally, with Business Results/Mission Results/Program Management/Execution of Duties element).
3. Performance elements have performance requirements (standards) with credible measures. Are a Variety of Standards/Measures Used within Each Element? Yes <input type="checkbox"/> No <input type="checkbox"/>	Qualitative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Quantitative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Timeliness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Cost-effectiveness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Manner of Performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Performance requirements are stated as results-focused.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	% of elements that are results-focused: <div style="text-align: center;"><input type="checkbox"/> %</div> The goal is to have 50% or more.
5. CR/EEO for Non Supervisors - Performance plan includes CR/EEO standard incorporated into an element.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are other standards needed for <ul style="list-style-type: none"> Safety and Health? Personally Identifiable Information?
6. Performance standards appear reasonable and provide appropriate distinctions between levels.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	

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7. For Supervisors. Performance plan includes CR/EEO element and requirements as a mandatory critical element.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. For Supervisors. Performance requirements include performance accountability (probably under Supervision/Leadership Element).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. For Supervisors. Performance requirements include customer perspective (required for supervisors).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Include this standard on an element that is identified as critical!
10. For Supervisors. Performance requirements include employee perspective (required for supervisors).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Performance Management Procedural Requirements	Yes	No	Date (Month/Day/Year)		Comments
11. Performance plan was provided to employee at the beginning of the rating period (normally within 30 days) for the current rating cycle.	<input type="checkbox"/>	<input type="checkbox"/>	/ /	Date Plan Provided	
12. At a minimum, standards are established at the "Fully Successful" level.	<input type="checkbox"/>	<input type="checkbox"/>			Standards may be established at higher than the "Fully Successful" Level
13. Progress review was completed during the midpoint point (5-6 month timeframe) of the current appraisal period.	<input type="checkbox"/>	<input type="checkbox"/>	/ /	Date of Mid Year Review	
14. Rating of Record properly completed as soon as practicable after the end of the appraisal period (normally within 30 days after end of appraisal cycle).	<input type="checkbox"/>	<input type="checkbox"/>	/ /	Date Rating of Record Completed	
15. Performance plan was provided to employee at the beginning of the rating period (normally within 30 days) for the subsequent rating cycle.	<input type="checkbox"/>	<input type="checkbox"/>	/ /	Date New Plan Provided	

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Instructions for Completing the Performance Plan Review Worksheet:

Area	Action
Heading	Fill in Employee Name, Position Title and Series Number, and Staff Office Acronym {OCIO, OBPA, OHCM, OPPM, etc.}
Question 1	Check off which element or elements includes the statement of organizational alignment. Write the title for each element where indicated.
Question 2	Check off within the “Element” blocks those elements that are results focused – i.e., tied to the mission/strategic plan or organizational goals/ etc. for USDA.
Question 3	Within each element, identify by checking in the appropriate blocks the types of measures that correspond to the measures reflected in the performance plan.
Question 4	Check off in the blocks any Element which are results focused – tied to the mission/strategic plan/etc. for USDA.
Question 5	Indicate by checking “Yes” in the block within the “Element” column that contains the CR/EEO element.
Question 6	Check in each box whether the measures for each element are written at the “meets expectations” level, and that there are appropriate distinctions among different performance levels.
Question 7	Check off the box within the “Element” column that contains the CR/EEO element.
Question 8	Indicate by checking the box within the “Element” column that includes the “Performance Management” standard.
Question 9	Indicate by checking the box(es) within the “Element” columns that includes “Customer Perspective” standards.
Question 10	Indicate by checking the box(es) within the “Element” columns that includes “Employee Perspective” standards.
Question 11	Indicate by checking the “Yes” or “No” box if the employee was provided the new performance plan at the beginning of the rating period and identify the date in the space provided.
Question 12	Indicate by checking the “Yes” or “No” box if the standards were set at the “Fully Successful” level
Question 13	Indicate by checking the “Yes” or “No” box if the employee was provided the new performance plan at the beginning of the rating period and identify the date in the space provided.
Question 14	Indicate by checking the “Yes” or “No” box if the Rating of Record was completed within 30 days at the conclusion of the rating cycle and identify the date in the space provided.
Question 15	Indicate by checking the “Yes” or “No” box if the employee was provided the new performance plan at the beginning of the rating period and identify the date in the space provided.